



YOUTH JUSTICE ONTARIO: BOARD MINUTES 2020-06-03

Present: Keith Zehr (Chair), Diane Irwin, Kelly Henderson, Richard Doig, Sonja Sonnenberg, Melanie Bania, Susan Fragis, Chantal Maida, Mark Arnold, Karen Carr, Kent Taylor, Angela Girard, Gerry Watson, Sandy Inglis (Minutes)

Regrets: none

Guests: MCCSS ADM David Mitchell; Executive Assistant Michelle Moorcroft; Operational Issues Analyst Laura Hawkings

Location: Zoom Business online platform with security features.

Time: 0830 hours

AGENDA ITEM	DECISION/DISCUSSION	PERSON RESPONSIBLE	TIMELINE	OUTCOME
Call to Order & Welcome	President Keith Zehr welcomed the Directors, and a Quorum was established.	Keith		QUORUM MET
Welcome and Dialogue with ADM David Mitchell	MCCSS Assistant Deputy Minister David Mitchell, Executive Assistant Michelle Moorcroft, Operational Issues Analyst Laura Hawkings joined the YJO board to continue collaborative discussions. ADM Mitchell described Ontario's 3 phase guide for re-opening Ontario. Zero youth tested positive for Covid-19 in YJ facilities since the outbreak began as of April 30, 2020. There were 3 YJ staff in Ontario who tested positive. One has recovered and 2 others are recovering at home. There was a 28% utilization rate of YJ facilities in April. With low occupancy rates, physical distancing was easier to maintain.	All		Member advocacy

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	<p>The 2019 modernization priorities of the government which included closures of under-utilized youth justice facilities remains in place. In response to the Board questions about closures, it was indicated, even with closures, due to the low utilization rate, there would be the ability to continue to physical distance. Again, the Board reiterated, members' ability and will to work collaboratively to redesign, repurpose, and reinvest in future programs in order to meet community and system need.</p> <p>Facilities were encouraged to submit their daily bed counts on time to ensure accurate occupancy information across the province.</p> <p>As it relates to the assessment and analysis of SORs, it was highlighted that we continue to work together to minimize follow up questions using up everyone's time and resources.</p> <p>The Pandemic Pay website at Ontario.ca/pandemicpay was highlighted to provide specific answers to the Board's questions regarding "pandemic pay" for frontline supervisors as is being done in the direct operated settings. The board reiterated the inequity of the process and advocated that the operational nature of front-line supervisors does meet the criteria.</p> <p>Other questions asked by the board related to the Public Health Ontario document - COVID-19 Guidance: Congregate Living for Vulnerable Population and its' application to YJ specific settings. ADM Mitchell indicated his office is working on MCCSS Appendix A – Youth Justice Residential Sector is an appendix to the current document to speak to the specificity of the YJ sector. This will be sent out this week.</p>			

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	<p>The Board also voiced appreciation for MCCSS identifying their role in the development and use of PMAB and for including it as one of the behaviour management programs being reviewed by the expert panel.</p>			
<p>Welcome Melanie Bania to the YJO Board</p>	<p>The Board welcomed Melanie Bania as the newly elected board representative for Zone 2. Melanie is the Director of Youth Justice Services at Youth Service Bureau in Ottawa. She comes to the board with a PhD in criminology and experience in consulting, research and group facilitation. Welcome!</p>	<p>All</p>		<p>Member representation</p>
<p>Happy Retirement Gerry</p>	<p>Gerry announced his retirement to the board today, effective July 1, 2020. He was thanked for his 41 years of contributions to this sector. The board was excited for him but he will be dearly missed. An email announcing Gerry's retirement will be sent out today and a Zone 4 meeting will occur on June 23, 2020 @10am so the zone can appoint a qualified successor to fill the vacancy for the unexpired term of office.</p>	<p>Kelly, Susan</p>		<p>Member representation</p>
<p>Review & Approval of Agenda</p>	<p>Approved by consensus with two additions: Moved by; Kelly and Seconded by; Chantal</p>	<p>All</p>		<p>CARRIED</p>
<p>Review & Approval of Board Minutes January 28, 2020</p>	<p>Draft board meeting minutes of January 28, 2020 were reviewed. Motion to approve as final. Moved by; Mark and seconded by; Sonja – Minutes were approved as final. The board will move to electronic signatures to the approved minutes. Board minutes will be maintained electronically eliminating hard copy minutes and storage issues for the secretary.</p> <p>The January 28, 2020 meeting minutes will be emailed to the Secretary and President for approval to append their signatures to the final, approved Minutes. The Executive Coordinator will maintain the electronic signature of the</p>	<p>All</p>		<p>CARRIED</p>

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	<p>President and Secretary to be used only with their approval.</p> <p><i>Note: As per the Ontario Not-for-Profit Corporations Act, using the definition for electronic documents and secure electronic signatures; the above process was agreed upon by the board. Reference: (Subsection 31(1) of the Personal Information Protection and Electronic documents)</i></p>			
Financial Report	<p>Kent presented the <u>Profit & Loss General January to March 2020</u> and the <u>Profit & Loss Detail January to March 2020</u> and the <u>YJO Balance Sheet</u> as of March 31, 2020.</p> <p>Motion to approve the Financial reports. Moved by; Kent and Seconded by; Angela – Financial reports were approved.</p> <p>Membership update – There are 50 current members Annual membership fees if paid in full would total - \$105,802.43. Current annual membership dues paid as of May 28 - \$86,279.09. Amount outstanding is \$19,523.34 due by June 30.</p>	Kent		CARRIED
Appointment of successor to fill vacancy in the office of secretary and vice-president	<p>Karen Carr volunteered for the role of secretary. The Board of the Association appointed Karen Carr to fill the secretary vacancy. Before the role of vice-president is appointed, Zone 2 will elect a board rep on June 23, 2020 for a fulsome board discussion. Kent will arrange paperwork from the bank to cancel Diane's signing authority and add Karen. Two persons are required to authorize financial transactions on behalf of the Association.</p>	Karen		Executive roles of the Association are appointed
Pandemic Pay Advocacy and Service Delivery Impacts	<p>Direct Operated YJ facilities are providing "Pandemic Pay" to their frontline supervisors; the Government's position with regard to TP Agencies is that our frontline supervisors are not eligible, outlining the stark difference in application of</p>	All		Application of pandemic pay increase recognizes all

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	<p>recognizing all frontline workers (including supervisors). In assessing the operational nature of the positions, it is the position of YJO that these roles do meet the criteria.</p> <p>At each zone meeting the Board representatives will encourage members to make claims for the front-line supervisors. If frontline supervisor pay is claimed by all members it demonstrates YJO's collective understanding that these positions meet the criteria due to their operational nature.</p>			frontline employees whose role is direct service to young people
<p>Review and update Board Policy Number 07- Board Orientation</p>	<p>The Board agreed to review and revise a policy at each meeting to maintain current and relevant governance policies. 07-Board Orientation was reviewed and approved as current. The former policy will be replaced on the website.</p>	Sandy	June 30, 2020	Current Policies
<p>Planning for Future Virtual Meetings and AGM</p>	<p>The AGM is scheduled for Thursday September 24, 2020 at 10:00 am E.T via Zoom to comply with legal requirements, such as the presentation and approval of the audited accounts, election of directors, and appointment of auditors for the new accounting term. The board discussed other agenda items and options to track members on Zoom to ensure Quorum and a record of participants. A check-in meeting will be scheduled by the Executive Coordinator before September. Zones will plan their September dates during their June meetings. Requests for workplan recommendations will be made.</p> <p>Other scheduled meetings include Tuesday September 22 @ 9:00 am E.T. and Friday September 25 at 9:00 a.m. E.T. The annual report will be completed over the summer and the board agreed electronic copies will suffice.</p>	All	Sept 24, 2020	High level of membership involvement

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<p>Spring Training options and Planning for 2021 Events</p> <p>Professional Development Options</p>	<p>During the March Zone 3 meeting, the group discussed organizing a committee to work on another event similar to 1000 blossoms event in the 2020. It was believed to be a good way to bring EJM/EJS service providers together and launch both community and residential Community of Practices across the provinces. Board reps will raise the idea during their zone meetings and see if there is an appetite to add it to next year's workplan.</p> <p>The Board discussed options to financially support training for YJO members when we can not come together in person. Angela will work with Safeguards to tailor training on Mindfulness and Self-care for Helping Professionals in Uncertain Times to our YJ specific sector. YJO will pay for the training so it can be offered free of charge to our members, with a cut-off of 100 participants. Two 1.5-hour sessions with Thinking Learning Platform for recorded webinars, facilitated Discussion Board and resources will be designed.</p>			<p>Financially Supported Professional Education and Training for YJO members</p>
<p>Workplan Review and Accomplishments</p>	<p>Advocacy related to the pandemic has been the most recent focus of the workplan from March 2020 to June 2020.</p> <p>PPE</p> <p>YJO gathered data from YJO members regarding PPE needs, collated the data to deliver to MCCSS regarding priority needs among the membership.</p> <p>Pandemic Pay</p> <p>Ongoing communication with MCCSS and ADM Mitchel has been the recent focus including communication sent to the membership. The letters highlighted the inequity of the process and advocated that the operational nature of front-line supervisors does meet the criteria for the temporary pay increase. Members were encouraged to claim for all of</p>			



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	<p>those doing front-line work including the front-line supervisors.</p> <p>Letter to Minister Smith– April 27, 2020</p> <p>Letter to Premier and copied to MPPs – May 7, 2020</p> <p>Professional Development</p> <p>In the absence of in-person training, the board will continue to support professional development by way of financial contribution. An upcoming virtual training will be made available for our members. Stay tuned.</p>			
	<p>Provincial Landscape and Communications</p>			
<p>PMAB – Qualifications Process</p>	<p>There is continued communication with MCCSS regarding the Ministry’s role in the development and usage of PMAB over the past 30 plus years. Through the Request for Qualifications process, the provincial PMAB Focus Group submitted the most recent PMAB training package in February. The outcome of the expert panel review has not yet been released.</p> <p>YJO continues to wait for a written document to state: notwithstanding the outcome of this process, the MCCSS sees PMAB as a sanctioned program.</p>	<p>Keith</p>		
<p>Draft Management of Suicide YJSM Standard</p>	<p>Youth Justice Services Manual – Management of Suicide Standard – No updates. The last meeting was December 18 where YJO board members participated in a teleconference providing feedback and suggestions on the draft standard.</p>	<p>All</p>		
<p>YJO involvement in Foundations program</p>	<p>Youth Justice Training Committee and YJO involvement – No updates. The last meeting was Dec 11,</p>	<p>All</p>		

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updates and development Youth Justice Training Committee	2019 where YJO contributed ideas to the Residential Youth Worker Foundations Re-design Project.			
MCCSS Review & Reform of Licensed Residential Services Meetings	MCCSS Review & Reform of Licensed Residential Services Meetings – No updates. To inform the reform of licensed child and youth residential services, MCCSS invited YJO to provide strategic advice and guidance on the implementation of initiatives for reforming licensed residential services.	Keith		
Eastern Community of Practice Updates	Community of Practices update – This group is separate from YJO however Karen represents YJO at these meetings. She reported the last meeting in the East occurred on April 22, 2020 with another scheduled for June. There remains ongoing interest in community of practice in Eastern Ontario.	Karen		
National Youth Justice Network	National Youth Justice Network, Strategic Plan updates Melanie will also represent YJO at NYJN meetings as she is a current member representing YSB. Mark reported one of NYJN's strategic goals is to support an increase to the upper age range in order to provide service to youth beyond 18 years. There was a meeting organized by Justice Canada regarding the support of youth in transition to the adult justice system which occurred in March 2020. YJO will continue to support this initiative which meets our strategic goals and the workplan recommendation from this year.	Melanie/Mark		
CYC External stakeholder feedback for updated curriculum	Kelly is representing YJO as a stakeholder in the Program Standards Review for the Child and Youth Care program. Meetings are ongoing with the goal that curriculum can be updated to address current and emerging trends impacting the CYC, changing demographics, technology, legislation,	Kelly		

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	professional standards which may impact employment in the YJ sector.			
Zone updates	The Spring/Summer Newsletter will be sent out with Zone meeting agendas tomorrow. Zone 1 – June 17, 2020 @ 11am E.T. Zone 2- June 11, 2020 @ 10am E.T. Zone 3- June 16, 2020 @ 10am E.T. Zone 4 – June 23, 2020 @ 10am E.T.			
Next Meeting & Adjournment	The Next Board Meeting will be scheduled over the summer by way of Zoom to coordinate AGM planning details. The Executive Coordinator will send out potential dates. Other Board Meetings Scheduled: September 22, 2020 @ 9:00am E.T. AGM September 24, 2020 @ 10:00am E.T. September 25, 2020 @ 9:00am E.T. Adjourned: 12:05 pm E.T.		September 22, 2020	

Signatures indicating finalization of minutes:

Keith Zehr, President

Karen Carr, Secretary

Date